



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 4730.1B

Code 0106

3 June 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 4730.1B

From: Commanding Officer

Subj: MATERIAL/ZONE INSPECTIONS

Ref: (a) U.S. Navy Regs, Art 0808 and 0834

Encl: (1) Inspection Report, NAVHOSP29PALMSFORM 4730/1

1. Purpose. To promulgate policy and instructions regarding Material/Zone inspections.

2. Cancellation. NAVHOSP29PALMSINST 4730.1A.

3. Background. Reference (a) requires the Commanding Officer to direct such inspections as deemed necessary to ensure the proper preservation, repair, maintenance, operation, and equipment of this Command.

4. Procedures

a. Inspection Schedule. Zone inspections will be conducted quarterly on a day determined by the Commanding Officer. Inspections will begin at 0745. The zone inspection is a working inspection intended to minimally interfere with the working routine within the zones.

b. Presentation of Spaces. The zone inspection is a formal inspection. Observe Military courtesy and protocol. One individual, preferably the Leading Petty Officer or Supervisor of the area to be inspected, is to greet and assist the Inspecting Officer in the performance of the inspection.

5. Action

a. Executive Officer shall be assigned as Senior Inspector and will brief and debrief Inspecting Officers.

b. Directors shall provide Head, Operating Management Department names of individuals to serve as Inspecting Officers and Recorders, upon request.

c. Inspecting Officers shall:

(1) Be assigned to one of seven defined zones. An Inspecting Officer will be either a Chief Petty Officer or Commissioned Officer.

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(2) Be accompanied by an enlisted recorder.

(3) Note the cleanliness and sanitary conditions in all areas of the zone assigned.

(4) Note whether previously reported discrepancies have been corrected.

(5) Record equipment in need of repair or maintenance. Equipment and supplies apparently in excess shall also be reported.

(6) Inspect the interior and exterior condition of all spaces and their structural integrity. Deficiencies are to be evaluated and reported in sufficient detail to permit a reasonably accurate appraisal of the overall state of maintenance.

(7) Be particularly vigilant in reporting fire security or safety hazards.

(8) Submit to Head, Operating Management Department a written report, enclosure (1), of the inspector's findings after completion of the debrief by the Director for Administration.

d. Head, Operating Management Department shall:

(1) Distribute a memorandum, prior to inspection, listing the Inspecting Officers/Recorders and the date of the inspection.

(2) Complete inspecting officer reports and forward to Commanding Officer via Senior Inspector with copies to:

(a) Head, Facilities Management Department

(b) Command Equipment Manager

(c) Command Safety Manager

(d) Directors (via a routing slip)

(e) Infection Control Nurse

(f) Performance Improvement

(3) Maintain original inspection reports for three years and forward copies as directed by this instruction.

e. Department Heads shall:

(1) Be responsible for the follow-up of any deficiencies listed for their area. Submit corrective action taken, to Head Operating Management Department and Command Safety Manager within seven working days.

(2) Ensure cleaning discrepancies are corrected prior to the commencement of liberty on the day of the inspection.

6. Forms. NAVHOSP29PALMSFORM 4730/1 The Inspector Report, is available through the Central Files Department.

7. Applicability. This instruction is applicable to all personnel aboard, Naval Hospital, Twentynine Palms, California.



C. S. CHITWOOD

Distribution:
List A

NAVHOSP29PALMSINST 4730.1B
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INSPECTION REPORT

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Print all information
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(Date)

Inspector

Zone

Recorder

Area/Room

Grade

Comments

E=EXCELLENT S=SATISFACTORY
M=MARGINALLY SATISFACTORY
U=UNSATISFACTORY

Inspector's Signature